



COMPLIANCE MONITOR

Division: Program Compliance

Reports to: Assistant Director of Program Compliance

Location: Nashville, TN

Full-time/Part-time: Full time

Salary Grade: 28

Monthly Salary Range Minimum: \$3,081

FLSA Classification: Non-exempt (01)

Critical features of this job are described under the headings below. They may be subject to change at any time due to reasonable accommodation or other reasons.

Position Summary: Responsible for monitoring and conducting on-site reviews of properties that have been assigned to the organization for compliance monitoring.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Essential duties and responsibilities include the following. Other duties may be assigned.

- Works as part of a compliance monitoring team to accomplish Agency goals and meet established deadlines.
- Conducts on-site reviews of multifamily housing assisted with Housing Assistance Payments (HAP), grants, or low-income housing credits to ensure that owners comply with applicable regulations, including rent and income limits.
- Performs and/or follows up on physical inspections to determine that the properties have remediated exigent health and safety issues and are overall safe and decent housing.
- Enters data into Department of Housing and Urban Development (HUD) and other compliance software producing compliance reports to test participant compliance.
- Understands and applies the regulations of the LIHC program, HAP assisted properties, the HOME program and THDA grant programs to monitor program participants and make a determination of compliance.
- Reports results of non-compliance to the division assistant director.
- Assists with research of federal regulations and development of monitoring procedures to ensure an effective compliance program.
- Conducts training programs and provides technical support to owners and management of HAP-assisted properties to ensure a knowledgeable recipient base.
- Maintains effective working relationships primarily by providing technical support to owners, property managers, grantees, HUD, IRS, other state agencies and internal agency personnel.

MINIMUM QUALIFICATIONS

The requirements listed below are representative of the knowledge, skills, and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and Experience:

- Bachelor's degree in business, finance, or other related field.
- Up to two years experience in federal or state housing programs.

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Last updated 07/10/08 by Donna Duarte

The above qualifications express the minimum standards of education and/or experience for this position. Other combinations of education and experience, if evaluated as equivalent, may be taken into consideration.

Knowledge and Abilities:

- Knowledge of HUD Uniform Physical Conditions Standards (UPCS) and HUD Housing Quality Standards (HQS) preferred.
- Computer literate, including proficiency in Microsoft Excel and Word.
- Ability to read and understand regulations, laws, agreements and organizational materials.
- Ability to adjust to procedural changes.
- Self motivated.
- Highly organized; strong time management skills.
- Highly accurate in working with complex issues and materials.
- Self sufficient.
- Ability to interact with the public and other governmental agencies in a responsible and professional manner.

Special Demands:

The special demands described here are representative of those that must be met by a staff member to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Current, valid Tennessee driver's license.
- Extensive day and overnight statewide travel (40%) as part of a compliance monitoring team.
- While performing the duties of this job, the employee is regularly required to sit; stand; use hands to finger, handle or feel; and talk and hear.
- The employee is occasionally required to walk; reach with hands and arms, and stoop, kneel, crouch, or crawl.
- Specific vision abilities required by this job include close vision, distance vision, and the ability to adjust focus.

EQUAL OPPORTUNITY/EQUAL ACCESS/AFFIRMATIVE ACTION EMPLOYER